

# Green Works

RECYCLING HAS ITS REWARDS  
JOIN GREEN WORKS AND RECEIVE THE RECOGNITION YOU DESERVE!

## THE REWARDS

### As a Green Works member, you will receive:

- A membership certificate, window decal, and poster to alert customers and employees that you are a *Business in the Green*.
- Recognition in the annual directory of Green Works members and in quarterly newsletters that reach over 35,000 King County businesses.
- Recognition in the Green Works media campaign which includes radio and print advertisements.

Green Works membership can be a powerful marketing tool in a region that supports environmentally responsible businesses. Membership is **free**. Please call (206) 296-8800 for assistance with this application, or with your recycling, waste prevention, and buy-recycled programs.



### Green Works Members

- Practice three or more waste prevention strategies
- Recycle at least 40% of their solid waste
- Use three or more recycled products

### Distinguished Members

- Practice six or more waste prevention strategies
- Recycle at least 60% of their solid waste
- Use six or more recycled products
- Involve their employees, customers, suppliers, and/or the general public in preventing waste, recycling, and using recycled products

## INSTRUCTIONS

- 1 Please fill out an application for **each** facility. For example, retail businesses with two different stores should complete a separate application for each location.
- 2 Green Works applicants must complete the general information section below and sections 1, 2, and 3. Distinguished applicants must also complete section 4.
- 3 The worksheet on page 4 is not a required part of the application.
- 4 Please send your completed application form to the appropriate address listed at the bottom of page 4.



## GENERAL INFORMATION

Date \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Contact person (name, title) \_\_\_\_\_

Company (full name) \_\_\_\_\_  
AS YOU WOULD LIKE IT TO BE PRINTED ON YOUR MEMBERSHIP CERTIFICATE

Description of business \_\_\_\_\_  
AS YOU WOULD LIKE TO BE LISTED IN THE ANNUAL DIRECTORY OF GREEN WORKS MEMBERS

Facility mailing address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Street address, if different \_\_\_\_\_

Number of employees at this location \_\_\_\_\_

How did you hear about the Green Works recognition program? \_\_\_\_\_

## SECTION 1: PREVENTING WASTE

**Waste prevention** is any activity which eliminates or reduces solid waste that would otherwise be thrown out or recycled.

*On the enclosed list of waste prevention activities, check those practiced by your organization. List any additional waste prevention activities below. Green Works members must practice at least **three** waste prevention activities and Distinguished members must practice at least **six**.*

## SECTION 2: RECYCLING

### Recycling Service Information

Start date of recycling program (*the program must be at least three months old*) \_\_\_\_\_

*Check the materials collected in your recycling program. List any additional materials you recycle in the space provided for "other."*

#### Paper:

- ☐ Mixed paper
- ☐ White paper
- ☐ Newsprint
- ☐ Corrugated cardboard

#### Organics:

- ☐ Yard trimmings (grass, plant trimmings)
- ☐ Food scraps & debris (including cooking oils)
- ☐ Wood debris (including pallets)

#### Metals:

- ☐ Aluminum cans
- ☐ Tin/steel cans
- ☐ Ferrous metals

#### Glass bottles and jars:

- ☐ Clear glass
- ☐ Green glass
- ☐ Brown glass

#### Plastics:

- ☐ PET (including bottles, coded **1**)
- ☐ HDPE (including bottles, coded **2**)

#### Other:

- ☐
- ☐
- ☐

If you use a recycling collection service, list your recycling collector(s) \_\_\_\_\_

If you take the recyclables to a recycling facility, list the facility \_\_\_\_\_

### Recycling Rate

**Recycling rate** is the amount of material collected for recycling (i.e., recycling quantity) as a percentage of the total solid waste generated (i.e., recycling quantity plus garbage quantity).



*To calculate your recycling rate, divide your monthly recycling quantity by the total solid waste you generate. (Your garbage quantity plus your recycling quantity equals the total solid waste generated.) The worksheet on page 4 will help you determine your recycling and garbage quantities. Use the same unit of measurement (yards, gallons, pounds, or tons) for both recyclables and garbage.*

**Example:** If your recycling quantity is 4 cubic yards per month and your garbage quantity is 6 cubic yards per month, then your organization generates 10 cubic yards of solid waste per month and its recycling rate is 40%. [ Calculation:  $4 \div (4+6) = .4 \times 100 = 40\%$  ]

*Green Works members must recycle at least **40%**; Distinguished members must recycle at least **60%**.*

#### Recycling Rate

<div><input type="checkbox"/> cubic yards   <input type="checkbox"/> pounds <input type="checkbox"/> gallons   <input type="checkbox"/> tons <small>(select one unit of measurement)</small></div> <div>_____</div> <div>Monthly recycling quantity</div>	÷	<div><input type="checkbox"/> cubic yards   <input type="checkbox"/> pounds <input type="checkbox"/> gallons   <input type="checkbox"/> tons <small>(use same unit of measurement)</small></div> <div>_____</div> <div>Monthly recycling + monthly garbage quantities</div>	× 100 =	<div>_____</div> <div>Recycling Rate</div>
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If you used a different method to estimate your organization's recycling rate, please describe below. \_\_\_\_\_

## Garbage Service Information

*Check the appropriate box for the type of garbage service you use.*

☐ Contract for garbage collection service. List your garbage collection company \_\_\_\_\_

☐ Property manager provides garbage service for complex.

List your property management company \_\_\_\_\_

☐ Self-haul garbage to a transfer station.

Has your organization been able to decrease its garbage collection service as a result of recycling? ☐ Yes ☐ No ☐ Do not know

## SECTION 3: USING RECYCLED PRODUCTS

**Recycled products** are made with materials that have been collected for recycling. When you purchase recycled products, you support recycling by creating a market for recyclable materials.

*Check those products you use which are made with recycled materials. List any additional recycled products below. If in doubt, ask your suppliers which of your products have been made with recycled materials. Green Works members must use at least **three** recycled products and Distinguished members must use at least **six**.*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Photocopy paper | <input type="checkbox"/> Envelopes       | <input type="checkbox"/> File folders                |
| <input type="checkbox"/> Letterhead      | <input type="checkbox"/> Business cards  | <input type="checkbox"/> Brochure/flyer paper        |
| <input type="checkbox"/> Calculator tape | <input type="checkbox"/> Toilet paper    | <input type="checkbox"/> Plastic desk top organizers |
| <input type="checkbox"/> Garbage bags    | <input type="checkbox"/> Cardboard boxes | <input type="checkbox"/> Compost                     |
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## SECTION 4: DISTINGUISHED MEMBER APPLICANTS ONLY

*A Distinguished member must conduct at least **three** activities that involve its employees, customers, suppliers, or the general public in waste prevention, recycling, and using recycled products. Describe your activities in the space provided below. Use a separate sheet if you need more space.*

**Examples:** **Waste prevention** – Provide incentives to suppliers or employees to prevent waste.

Start a “materials exchange” in your office building or complex.

**Recycling** – Establish a recycling committee to promote your recycling program.

Regularly post your recycling rate for employees and customers.

**Using recycled products** – Establish a policy to buy recycled products.

Inform suppliers in writing that you want to buy recycled products whenever feasible.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE CALL GREEN WORKS AT (206) 296-8800  
IF YOU NEED ASSISTANCE FILLING OUT THIS FORM**

# RECYCLING AND GARBAGE QUANTITIES

Below are worksheets to help you determine your recycling and garbage quantities. They are not a required part of this application form.

## Recycling Quantity

Using the three easy steps below, calculate the quantity of materials you recycle each month. Use the same unit of measurement (yards, gallons, pounds or tons) for both recyclable materials and garbage. Call (206) 296-8800 for help converting one unit to another.

### Step 1: Determine the size of your outdoor recycling container(s).

If you contract for recycling collection service, look for this information in your monthly invoices/reports, or call your collection service. If you share outdoor recycling container(s) with other organizations, please see the note below.

### Step 2: Determine the number of times the outdoor recycling container(s) is emptied each month.

Check the reports from your recycling collection service, or ask the staff (janitorial service) that empties your containers.

### Step 3: Calculate your monthly recycling quantity.

Multiply the size of your outdoor recycling container(s) by the number of times it is emptied each month.

**Example:** If your eight cubic yard recycling container is emptied four times each month, you recycle 32 cubic yards per month.

**Note:** If you share outdoor recycling container(s) with other organizations, you can estimate your contribution by noting the size and number of indoor recycling container(s) you use. For example, if the ten employees in your organization each have a 13 gallon desk-side recycling container, your total recycling "container" size would be 130 gallons. (If the containers are not full when they are emptied, estimate accordingly.)

Recycling Quantity Worksheet		
<div><input type="checkbox"/> cubic yards   <input type="checkbox"/> pounds <input type="checkbox"/> gallons   <input type="checkbox"/> tons <small>(select one unit of measurement)</small></div> <div>_____</div> <div>Size of recycling container(s)</div>	<div><b>X</b></div> <div><div>Pick-ups per month</div></div>	<div><div><input type="checkbox"/> cubic yards   <input type="checkbox"/> pounds <input type="checkbox"/> gallons   <input type="checkbox"/> tons <small>(use same unit of measurement)</small></div><div>_____</div><div>Monthly recycling quantity*</div></div>

## Garbage Quantity

To determine the total volume (or weight) of garbage disposed by your organization each month, follow the three steps above, using garbage container(s) instead of recycling container(s). If you contract for garbage collection service, look for this information in your garbage bills, or call your garbage collection company.

Garbage Quantity Worksheet		
<div><input type="checkbox"/> cubic yards   <input type="checkbox"/> pounds <input type="checkbox"/> gallons   <input type="checkbox"/> tons <small>(use same unit of measurement)</small></div> <div>_____</div> <div>Size of garbage container(s)</div>	<div><b>X</b></div> <div><div>Pick-ups per month</div></div>	<div><div><input type="checkbox"/> cubic yards   <input type="checkbox"/> pounds <input type="checkbox"/> gallons   <input type="checkbox"/> tons <small>(use same unit of measurement)</small></div><div>_____</div><div>Monthly garbage quantity*</div></div>

\* Plug this number into the Recycling Rate section on page 2.

## Send your completed application form to the appropriate address listed below

Green Works staff will call each applicant to verify the information provided in the application.

### Businesses in Seattle:



#### BUSINESS AND INDUSTRY RECYCLING VENTURE

Business and Industry Recycling Venture, Attn: Green Works  
1301 5th Avenue, Suite 2400, Seattle, WA 98101-2603  
(206) 389-7304 (206) 389-7288 FAX

### Businesses in King County outside Seattle city limits:



#### King County Solid Waste Division

King County Solid Waste Division, Attn: Green Works  
400 Yesler Way, Room 600, Seattle, WA 98104-2637  
(206) 296-8800 (206) 296-0197 FAX